



**Collin County
Parks and Open Space
Project Funding Assistance Program
Application**

Please use Arial Font size 11 and submit a signed original Application and 12 photocopies stapled and pages numbered. Please no cover pages, this should be Page 1.

SECTION 1: APPLICANT AND PROJECT INFORMATION

| | |
|---|--|
| 1. Project Applicant Information | |
| Applicant – (Legal Name): <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | Project Contact Name/Title: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| Complete Mailing Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | Telephone Number: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| Fax Number: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | E-mail Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| Federal Tax Identification Number: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | Date Resolution Signed: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 2. Project Title: | |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | |
| 3. Brief Description of Purpose of Project: | |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | |
| 4. General Project Information: | |
| a. Please check the one category this application addresses: <input type="radio"/> Land Acquisition for Parks and Open Space <input type="radio"/> Regional Trail Connector or Trail Project <input type="radio"/> Facilities (Capital) Improvements for Parks and Open Space | |
| b. Amount of Funding Requested: \$ <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> | c. Total Project Costs: \$ <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> |
| d. Start Date of Project: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> | e. End Date of Project: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> |
| 5. Authorized Signature (signatory must have contract signing authority): | |
| Signature: | Title: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> |
| Print Name: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> | Date: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> |

SECTION 2: AUTHORIZED REPRESENTATIVE

The Applicant hereby designates the individual named below as the person authorized to act on behalf of the Applicant.

Authorized Project Representative: The following person is authorized to receive direction, manage work performed, sign required reports, and other acts on behalf of the Applicant.

| | |
|--|---|
| Signature: | <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> Title: |
| <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> Printed Name: | <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> Phone Number: |
| <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> Address: | <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> E-mail Address: |

Has Collin County previously provided funding for this Project?

☐ Yes

☐ No

| <i>For Collin County Parks Foundation Advisory Board Use Only</i> |
|---|
| <i>Does the proposed project advance the mission of the County Parks /Open Space Strategic Plan? ____ yes ____no</i> |
| <i>Is the application administratively complete? ____ Yes ____ No</i> |
| <i>Did the applicant receive funding for this project in previous years? ____ yes ____ no (If yes, were they successful in the timely completion of the project? ____ yes ____ no</i> |

SECTION 3: CERTIFICATIONS AND ASSURANCES

1. Certifications

In order to receive funding under this program, the proposed project goals must be similar to and support or advance the mission published in the *Collin County Parks and Open Space Strategic Plan* (October 2001). By signing this Application, the person acting on behalf of the Applicant makes the certifications below.

a. **Authority to Sign Application**

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

b. **Application Contains No False Statements**

The Applicant certifies that this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts.

c. **This is a Reimbursement Program**

Applicants must have a minimum dollar for dollar in matching funds, comprised of direct cash, value of land to be improved, donated labor, material or in-kind services for the project being proposed. Under special circumstances at the recommendation of the Parks Foundation Advisory Board and approval by the Commissioners' Court, a direct payment may be considered.

d. **Eligible Applicants**

The Applicant must be a 501(c)(3) tax exempt organization, non-political group or any unit of local government, including municipalities, school districts, or county located in Collin County, Texas. Faith-based organizations are eligible to apply as long as inherently religious activities, such as worship and religious instructions are not conducted.

e. **Technical Feasibility**

The Applicant certifies that he/she has carefully reviewed the Project Narrative and Action Plan. To the best of their knowledge all activities are technically feasible and can be satisfactorily completed within the time frame proposed.

f. **Costs Reasonable and Necessary**

The Applicant certifies to the best of their knowledge that the proposed activities and the expenses outlined in the Budget are reasonable and necessary to accomplish the project objectives, and the proposed expenses are consistent with the costs of comparable goods and services.

2. Assurances

a. **Compliance with Progress and Result Reporting**

Applicant provides assurances that, if funded, the Applicant will comply with the requirements for reporting: reporting on the progress of the project activities and deliverables on a quarterly basis; providing before, during and after photos; and promptly notifying the Parks Foundation Advisory Board of any changes in plans.

b. **Financial Management**

Applicant provides assurances that, if funded, the Applicant will comply with contractual provisions and requirements necessary to ensure that expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by Collin County.

c. **Accessibility**

Applicant provides assurances that, if funded, the park or proposed improvements will be accessible to **all** County residents.

d. **Compliance with Americans with Disabilities Act**

Applicant provides assurances that, if funded, the Applicant will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101-12213 (Pamphlet 1995).

SECTION 4: PROJECT COSTS AND ELEMENTS

Name of Applicant:

Project Name:

Either use this form or create an Excel spreadsheet using this format

| Item No. | Description | U/M | Quantity | Unit Cost | Total | Requested Amount | Match Amount |
|----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 12 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | | | | | <input type="text"/> | <input type="text"/> |
| | Project Total | | | | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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| <input style="width: 95%;" type="text"/> Prepared By: | <input style="width: 95%;" type="text"/> Title: |
| <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> Address: | <input style="width: 95%;" type="text"/> Phone Number: |
| <input style="width: 95%;" type="text"/> E-mail Address: | <input style="width: 95%;" type="text"/> Date Prepared: |

SECTION 5: RESOLUTION

The sponsoring entity (governing board) must approve a resolution authorizing the project application submittal and designation of project official/representative. A copy of the resolution must be included in this application. **Insert photocopy of signed resolution.**

SECTION 6: PROJECT NARRATIVE

(No more than 5 pages, single spaced, Arial 11 font)

SECTION 7: LOCATION MAPS, SITE PHOTOS, PROJECT SKETCHES, etc.

SECTION 8: LETTERS OF COMMITMENT (Provide photocopy)

SECTION 9: EVIDENCE OF NON-PROFIT STATUS (Photocopy of Current Valid IRS Tax Exemption Certificate if non-governmental agency)